



COPS Worksheet

Community Policing Information

To be Completed by Applicants for COPS Grants

U.S. Department of Justice
Office of Community Oriented Policing Services
Thomas Frazier, Director

OMB approval 1103-27
Expiration 5/2001

Community Policing Information Worksheet

The following worksheet will assist the COPS Office to better understand the public safety problems facing communities, as well as the particular goals and activities of law enforcement agencies.

For more information about COPS grants, call the U.S. Department of Justice Response Center at 1-800-421-6770.



U.S. Department of Justice
Office of Community Oriented Policing Services
1100 Vermont Avenue, NW
Washington, DC 20530

Internet web site: <http://www.usdoj.gov/cops/>

April 2000

Community Policing Information Worksheet

This worksheet will provide the COPS Office with information about the public safety concerns of your community and your department's community policing goals and activities. For assistance in completing this worksheet, contact the U.S. Department of Justice Response Center at 1-800-421-6770.

Your Community Policing Information Worksheet is complete by signing and dating below. Both the law enforcement executive and the government executive must sign.

Applicant Organization's Legal Name: _____

ORI #: _____

We, the undersigned, attest to the accuracy of the Community Policing Information Worksheet submitted below.

Law Enforcement Executive: Title: _____

Name (typed): _____

Department: _____

Date: _____

Signature: _____

Government Executive: Title: _____

Name (typed): _____

Government Entity: _____

Date: _____

Signature: _____

Person Completing Form: Title: _____

Name (typed): _____

Date: _____

Signature: _____

PART 1

1. From the list that follows, please rank in descending order the following public safety concerns of your community. For example, if “weapons” are the greatest concern in your community, place the letter “f” in rank number 1. If “wildlife crimes” are the lowest concern in your community, place an “n” in rank number 16.

Rank:	Major Public Safety Issues:
1. _____	a. Violent crimes against persons
2. _____	b. Property crimes
3. _____	c. Motor vehicle thefts
4. _____	d. Vandalism
5. _____	e. Gangs
6. _____	f. Weapons
7. _____	g. Prostitution
8. _____	h. Drug crimes
9. _____	i. Domestic violence
10. _____	j. Alcohol-related crime, including DWI
11. _____	k. Disorderly conduct
12. _____	l. Traffic violations
13. _____	m. Agricultural crimes
14. _____	n. Wildlife crimes
15. _____	o. Hate crimes
16. _____	p. Other (specify): _____

Community policing is a policing philosophy that promotes and supports organizational strategies to address the causes and reduce the fear of crime and social disorder through problem-solving tactics and community-police partnerships.

Your answers to the questions below will provide the COPS Office with basic information about your community policing efforts, and how you will use your COPS grant funds to further the implementation of community policing.

You are not expected to engage in all of the activities listed. They are examples of the community policing efforts of other law enforcement agencies. If you have a written document that serves as your community policing plan, please attach it to this form.

Overall Approach

2. Please indicate which of the following are part of your overall approach to community policing, and which you plan to implement under your COPS grant:

a) Crime Prevention Efforts

*Have
Implemented*

*Plan to
Implement*

☐☐

a. Youth programs (e.g., in-school, after school, weekend police/youth programs)

☐☐

b. Anti-drug programs

☐☐

c. Regular meetings with community groups to discuss crime

☐☐

d. Anti-violence programs

☐☐

e. Other (specify): _____

b) Problem-Solving Activities

*Have
Implemented*

*Plan to
Implement*

☐☐

a. Identifying crime problems with members of the community and other government agencies (e.g., prosecutor and courts, social services, probation office)

☐☐

b. Identifying crime problems by looking at crime trends (e.g., keeping records of crimes and the types of requests for help)

☐☐

c. Identifying top problems by analyzing repeat calls for service

☐☐

d. Preventing crime by focusing on conditions that lead to crime (e.g., abandoned buildings and cars, referrals to other civil agencies)

☐☐

e. Building on information systems to enhance crime analysis capabilities

☐☐

f. Other (specify): _____

c) Community Partnerships

*Have
Implemented*

*Plan to
Implement*

☐
☐

a. Regularly surveying community members to assist in identifying and prioritizing crime problems

☐
☐

b. Locating office or stations within neighborhoods

☐
☐

c. Providing community policing training to citizens

☐
☐

d. Meeting with community members to learn more about the nature of specific problems

☐
☐

e. Involving community members in selecting responses to problems and determining measures of success

☐
☐

f. Other (specify): _____

d) Infrastructure and Management Changes

*Have
Implemented*

*Plan to
Implement*

☐
☐

a. Have written strategic plan for community policing

☐
☐

b. Department currently designates special unit (or a special officer) for community policing activities

☐
☐

c. Department promotes an agencywide approach to community policing

If your department has implemented or plans to implement an agencywide approach to community policing, please indicate the approximate percentage of time that patrol officers in your department dedicate (or will dedicate) to community policing:

☐

Less than 10 percent

☐

10-20 percent

☐

More than 20 percent

☐
☐

d. Personnel are given responsibility for geographical areas

<i>Have Implemented</i>	<i>Plan to Implement</i>	
<input type="checkbox"/>	<input type="checkbox"/>	e. Call management systems are in place to free officer time for community policing (e.g., telephone reporting, alternative responses)
<input type="checkbox"/>	<input type="checkbox"/>	f. Personnel evaluations reward participation in collaborative problem-solving efforts
<input type="checkbox"/>	<input type="checkbox"/>	g. Decision-making authority has been decentralized
<input type="checkbox"/>	<input type="checkbox"/>	h. Management positions have been eliminated
<input type="checkbox"/>	<input type="checkbox"/>	i. Community policing concepts have been integrated into agency's mission statement
<input type="checkbox"/>	<input type="checkbox"/>	j. Community policing concepts have been integrated into departmental policies and procedures
<input type="checkbox"/>	<input type="checkbox"/>	k. Detectives have been integrated into community policing efforts
<input type="checkbox"/>	<input type="checkbox"/>	l. Department staff routinely collaborate with other municipal agencies to address problems

Communities

3. Please indicate which of the following groups you have consulted to address crime and disorder problems in your community:

<i>Consulted</i>	<i>Plan to Consult</i>	
<input type="checkbox"/>	<input type="checkbox"/>	a. Other government agencies (e.g. probation office, sanitation)
<input type="checkbox"/>	<input type="checkbox"/>	b. Civic groups
<input type="checkbox"/>	<input type="checkbox"/>	c. Neighborhood associations
<input type="checkbox"/>	<input type="checkbox"/>	d. Tenants' associations
<input type="checkbox"/>	<input type="checkbox"/>	e. Organizations of your employees, including collective bargaining groups
<input type="checkbox"/>	<input type="checkbox"/>	f. Business groups

Consulted

Plan to Consult

☐☐

g. Religious groups

☐☐

h. Schools

☐☐

i. Other (specify): _____

Citizens

4. Please indicate which of the following partnership activities are currently performed by citizens in your jurisdiction or are planned under your COPS grant:

*Currently
Perform*

*Planned Under
Grant*

☐☐

a. Neighborhood Watch

☐☐

b. Citizen volunteer programs

☐☐

c. Citizen advisory groups to your law
enforcement agency

☐☐

d. Citizen patrols within your community

☐☐

e. Participate in anti-drug or anti-violence programs

☐☐

f. Other activities (specify): _____

Officers

5. Please indicate which of the following activities are currently performed by patrol officers or are planned under your COPS grant:

a) Crime Prevention Activities

*Currently
Perform*

*Planned Under
Grant*

☐☐

a. Foot patrol, bike patrol or mounted patrol

☐☐

b. Making door-to-door contact with citizens and
businesses

*Currently
Perform*

*Planned Under
Grant*

☐☐

c. Meeting with community leaders and groups to learn more about crime problems and jointly develop crime prevention plans

☐☐

d. Using business cards, cellular phones or beepers to maintain contact with, and be contacted by, citizens regarding public safety concerns

☐☐

e. Working in schools or other public agencies to teach crime prevention

☐☐

f. Other (specify): _____

b) Problem-Solving Activities

*Currently
Perform*

*Planned Under
Grant*

☐☐

a. Working with citizens to identify and address community crime problems

☐☐

b. Using computer systems to collect and analyze information, particularly repeat calls for service

☐☐

c. Coordinating specific problem-solving projects to address problems on their beats

☐☐

d. Working with other public agencies to solve disorder problems (e.g. trash collection, public works agencies to solve lighting problems)

☐☐

e. Mapping crime problems

☐☐

f. Other (specify): _____

c) Training

1) Departmentwide community policing training

☐

Have implemented

☐

Plan to implement

☐

Do not plan to implement

2) Where do recruits/officers receive basic training? (Check all that apply.)

- ☐ State academy
- ☐ Regional academy
- ☐ Local academy
- ☐ Community college
- ☐ Private contract/outside consultant
- ☐ No recruit training
- ☐ Other (specify): _____

3) How many hours of recruit training dedicated solely to community policing concepts do recruits receive?

_____ hours

4) Have community policing concepts been integrated into general training received by agency personnel (e.g., training on law, departmental regulations, conducting investigations)?

- ☐ Yes ☐ Plan to implement ☐ Do not plan to implement

5) Where do in-service officers receive community policing training?

- ☐ State academy
- ☐ Regional academy
- ☐ Local academy
- ☐ Community college
- ☐ Private contract/outside consultant
- ☐ No in-service training
- ☐ Other (specify): _____

6) How many hours of in-service training dedicated solely to community policing concepts do officers receive?

_____ hours

7) We would like to know what kind of training your department routinely provides that is pertinent to community policing. Please indicate the community policing training that your department provided in the past fiscal year. Please indicate by checking the appropriate box. The abbreviation "CP" stands for community policing.

	Recruit Academy Only	In-Service Only	Both Recruit & In-Service	Civilian	No Training Provided	Other: _____
a. Concepts and general principles of CP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Problem-solving methods (SARA, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Causes and consequences of specific problems (e.g., drugs, spousal abuse)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. CP approaches to specific problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Organizing/working with public groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Cultural diversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Victim assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Working with juveniles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Using code/civil enforcement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Alternative dispute resolution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Supervising problem solvers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. Other (specify):_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. Other:_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n. Other:_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Retention

6. Indicate how you plan to retain the new officers following the end of Federal grant support.

Have you planned to assume a progressively larger share of an officer's salary and fringe benefits each year over the next three years, leading to full-time retention of the officer at the conclusion of the grant?

☐ Yes ☐ No

Do you have assurance from your local government that these officers will be retained?

☐ Yes ☐ No

If "yes," attach any written letters or other assurances to this application. If "no," explain how you intend to retain the officers.

Complete Part 2 only if:

- You are applying for a COPS hiring grant *and* your jurisdiction's population is 50,000 or more; or
- You are applying for an innovative community policing grant with funding of \$1 million or more; or
- You do not have an established law enforcement agency and wish to establish one; or
- You represent a special law enforcement agency, such as transit, housing, university, school or natural resource police.

PART 2

1. List any fiscal, budgetary or other limitations on your department's ability to address the public safety needs listed in Question 1, Part 1, of the Community Policing Information Worksheet, without Federal assistance:

Fiscal limitations: _____

Budgetary limitations: _____

Other limitations: _____

2. How does your community policing plan fit with other statewide and local crime prevention and control plans, including statewide Byrne Grant strategies?

*Coordinated
Fully*

*Partially
Coordinated*

☐☐

a. Statewide Byrne Grant strategy

☐☐

b. Other statewide strategies

☐☐

c. Local crime prevention plans

☐☐

d. Local crime control plans

3. Briefly list other governmental or community initiatives that complement or will be coordinated with your plans under this grant:

4. Indicate current and anticipated ongoing community support for your community policing efforts, such as financial support or in-kind contributions:

<i>Current</i>	<i>Anticipated</i>	
<input type="checkbox"/>	<input type="checkbox"/>	a. Programmatic support from the community
<input type="checkbox"/>	<input type="checkbox"/>	b. Financial support from the community
<input type="checkbox"/>	<input type="checkbox"/>	c. Other community support: _____
<input type="checkbox"/>	<input type="checkbox"/>	d. Sought or obtained private financial support

5. Indicate the impact that receiving the requested resources or increasing the number of officers will have on other criminal justice agencies in your jurisdiction:

<i>No Impact</i>	<i>Minimal Impact</i>	<i>Major Impact</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Prosecutor's office
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Public defender's office
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. Local/state correctional agencies
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	d. Other public criminal justice agencies
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	e. Other private criminal justice agencies

If you anticipate any major impact on any of these agencies, please briefly describe that impact below.

Please return to:

U.S. Department of Justice
Office of Community Oriented Policing Services (COPS)
1100 Vermont Avenue, NW
Washington, DC 20530

Paperwork Reduction Act Notice

The public reporting burden for this collection of information is estimated to be up to eight hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden of information, including suggestions for reducing this burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 1100 Vermont Avenue, NW, Washington, DC, 20530; and to the Public Use Reporting Project, Office of Management and Budget, Washington, DC, 20503.

You are not required to respond to this collection of information unless it displays a currently valid OMB control number. The OMB control number for this collection of information is 1103-27, expiration May 2001.

Guidance regarding financial and administrative aspects of the grant process may also be obtained by consulting the Office of Justice Programs' Financial and Administrative Guide for Grants, which is available at no cost from the U.S. Department of Justice Response Center (1-800-421-6770).